

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.**

No. 305 –Staff (App)-I/05-2021/Vol.II

Dated: 28th February, 2022

To

1. All the Heads of Department in IA&AD
(except Commercial Audit offices)
2. Director (P).

Subject: Filling up the post of Internal Audit Officer in Level-12 on deputation basis
Banaras Hindu University, Varansi.

Sir / Madam,

I am directed to intimate that the Banaras Hindu University, Varansi has intimated to fill up post of Internal Audit Officer on deputation basis. The period of deputation initially for three years. The details of the post are as under:-

S. No.	Name of the post & scale of Pay	Qualification & Experience
1.	Internal Audit Officer in Level-12	Sr. Accounts/Sr. Audit Officer ; and The incumbent should be well versed and should have wide experience in auditing, accounting, establishment matters like pay fixation, pension rules, etc. and in administrative matters also

02. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Internal Audit Officer on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 11/03/2022.**

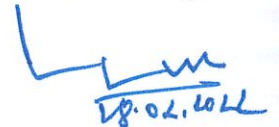
- i Bio-data (2 copies) in the enclosed prescribed proforma;
- ii Attested copies of ACR/APARs for the previous 5 years duly attested and
- iii Integrity Certificate / Vigilance & Cadre Clearance Certificate and statement of major/minor penalty during last 10 years.

04. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

05. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO cadres may specifically be indicated in the forwarding letter.

Encls:-As above.

Yours faithfully,



(R.K. Tiwari)

Sr. Administrative Officer Staff (App)-I

BIO -DATA

1. Name of the post applied for :
2. Name :
3. Present post held and Date from which present post held:
4. Date of Birth :
5. Gender: Male/Female :
6. Date of superannuation :
7. Educational Qualification :
8. Mobile No. & e-mail ID :
9. Permanent Address :
10. Postal Address :
11. Nature of duties performed as AAO/A.O/Sr. AO:
(Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

12. Level in Pay Matrix :
13. Basic Pay in Level in the Pay Matrix :

(Signature of candidate)

Date :

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years. The integrity of the officer is beyond doubt.

Signature of the Head of Department
(with stamp)